



TETRA TECH

# MEETING MINUTES

**Date of Meeting:** March 6, 2015

**Location:** Maui County Civil Defense Emergency Operations Center (200 High Street, Rm 118., Wailuku, HI 96793)

**Subject:** Steering Committee No. 4

**Project Name:** Maui County Hazard Mitigation Plan Update

**In Attendance:** **Steering Committee:** Bob Collum, Janet Kuwahara (phone), Bruce Moore, Jim Buika, Pam Pogue (phone), Michele Liberty (phone), Mahina Martin (phone), Tara Owens, Rebecca King, Paul Critchlow, Sharon Mielbrecht, Sybil Lopez, Mike Miyamoto (phone), Dick Mayer  
**Coordination Agency Group:** Yassin Oleiwan (phone)  
**Planning Team:** Anna Foust, Caitlin Kelly, Jason Geneau, Rob Flaner (phone) and Kristen Gelino (phone)

**Not Present:** Rowena Dagdag-Andaya, Jarvis Chun

**Summary Prepared by:** Kristen Gelino and Caitlin Kelly – 3/13/2015

**Project No.:** 103S3605

**Quorum – Yes or No** Yes (14 voting members present)

## Item

## Action

### Welcome, Introductions, Approve Meeting Minutes and Public Comment

- Bob Collum and Caitlin Kelly opened the meeting and group introductions were made. Ms. Kelly welcomed the recently added Steering Committee member, Dick Mayer, and thanked him for his willingness to join the committee.
- The Agenda was reviewed and no modifications were made.
- Handouts provided included: Agenda, February Meeting Minutes, Target Steering Committee Meeting Schedule, Proposed Goals and Objectives and Critical Facilities and Assets.
- Ms. Kelly reviewed the action items from the February meeting and reported on their current status. She indicated that the planning team has reached out to the State to try to secure a concurrent review of the plan document. The planning team has not yet received a response, but does not anticipate that the timeline will be impacted. Mr. Collum and Ms. Kelly indicated that Sybil Lopez will be joining the Steering Committee as a Molokai representative and that the planning team has not yet heard back from the Lanai representative that was invited to participate. Ms. Kelly indicated that she would revise the Steering Committee charter to reflect the new membership and

Tetra Tech will continue to follow up on incomplete action items from the February meeting.



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would arrange for the document to be posted on the County's hazard mitigation plan website. All other action items identified in the meeting minutes are considered to be complete. The February Steering Committee Meeting Minutes were then approved by consensus.	
<ul style="list-style-type: none"><li>No members of the public were in attendance and no requests for comment were made.</li></ul>	

### Plan Review

**Discuss and Confirm Objectives:** Ms. Kelly introduced the Goals and Objectives Handout and indicated that the proposed objectives had been developed by reviewing relevant planning documents including the State Hazard Mitigation Plan, the Maui County General Plan and the Maui County Policy Plan. She reported that the suggested goal seven from the previous meeting ("To fund critical studies and strategic planning projects to promote the six goals above") had been forwarded to FEMA Region IX for comment, but the planning team had not yet heard back. Ms. Kelly then informed the committee that the planning team recommended that the goal be included as an objective (see objective 13 on handout) because it supports all of the six goals that were previously identified. She reminded the Steering Committee that the objectives for this plan should support multiple goals. Action items will be identified later in the process that support multiple objectives. Ms. Kelly then facilitated a discussion on each of the proposed objectives. Several revisions were suggested and Ms. Kelly indicated that the planning team would distribute a word document with the revised goals and objectives for the committee to review and provide additional comments. Revisions will be made in track changes.

Tetra Tech will make revisions to the proposed goals and objectives and will distribute to the committee for comment.

**Review and Confirm Critical Facilities Definition:** Ms. Kelly then introduced the Critical Facilities and Assets Handout. She indicated that per the Steering Committee's request, the planning team had reviewed the State's definition and had developed a definition that closely aligned with the State's. A discussion ensued on the definition provided and the Steering Committee recommended that EMS stations, hospitals, medical centers, disaster relief stations all be included as critical facilities. Steering Committee members also indicated that the planning team should ensure that an inclusive evacuation and shelter base was being used in the analysis. Additionally, the committee suggested the addition of schools to the list as not all schools may be represented in the available shelter database. Ms. Kelly indicated that the planning team would work to further develop the critical facility database given the Steering Committee's recommended definition.

Tetra Tech will continue to build the critical facility database, based on the definition approved by the committee.

Ms. Kelly then decided to hold over several items under this topic on the agenda until the next meeting due to time constraints: Plan Maintenance

Tetra Tech will carry over agenda items that were skipped to the April Steering Committee meeting.

**Item****Action**

and the Risk Assessment Update. These items will be addressed at the April Steering Committee meeting.

**Public Involvement Update**

**Round 1 Public Outreach Meetings:** Ms. Kelly reported on the first public outreach meeting that was held on March 3, 2015 in conjunction with a Community Wildfire Protection Plan public meeting. She indicated that three members of the public were in attendance and she was able to engage directly with them. She reported that she had delivered a brief presentation during the event and that maps of the known hazard areas and flyers providing information on hazard mitigation related topics were available. Ms. Kelly informed the Steering Committee that arrangements for the first meeting were rushed and that she was hoping to receive feedback and suggestions from the Committee so that the next round of meeting could be planned well in advance.

**Round 2 Public Outreach Meetings:** Ms. Kelly notified the Committee that the planning team has a bit more flexibility in scheduling the remaining meetings, but will need to hold at least one meeting in the first half of July to present the draft plan for public comment. Ms. Kelly then asked for suggestions for laying the groundwork for future meetings and recommendations on locations and contacts. Several Steering Committee members made recommendations including, contacting the Hawaiian Homestead Alliance and coordinating with the Community Planning process occurring on April 30<sup>th</sup>. The planning team will contact Jen Maiden and work with Sybil Lopez to schedule the future Molokai public meeting. Jim Buika suggested that the presentations and maps for the future meetings be tailored to the areas where they are being held. Ms. Kelly thanked the Steering Committee for their comments and suggestions and indicated that the planning team would move forward with arrangements for the next round of meetings.

Tetra Tech will arrange the next public meetings based on feedback provided by the SC.

**Planning Schedule**

Ms. Kelly than briefly introduced the Target Steering Committee Schedule handout. She indicated that Steering Committee members should be advised several meeting dates will need to be adjusted due to holiday and other conflicts. She indicated that the dates of all meetings were listed on the top of the handout and would be posted on the HMP website.

**Additional Items**

Members of the Steering Committee asked how the Risk Maps for the public meeting were developed and what data sets were used to generate the maps. Members were concerned that the Risk Map for Wildfire was incorrect. Ms. Kelly informed the Steering Committee that the maps were generated using the latest data provided by the County. In addition, Ms.

Bob Collum will reach out to Elizabeth Pickett from HWMO to gather additional wildfire data sets.

The planning team will distribute risk maps to the Steering



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Kelly stated that the planning team would reach out the Hawaii Wildfire Management Organization (HWMO) to gather additional data sets on wildfire incidents. Mr. Collum, stated he would reach out to Elizabeth Pickett from the HWMO for this information. The planning team will also distribute all the risk maps to the Steering Committee to solicit feedback.	Committee to solicit feedback.

A number of Steering Committee members also indicated that the allotted time for the Steering Committee meetings (1.5 hours) was not sufficient to accomplish meeting objectives and facilitate proper discuss. Future meetings will be 2 hours in length.

#### **Action Items for Next Meeting**

Action items identified for the next meeting were reviewed.

The meeting was adjourned at 11:30 AM

The next SC meeting is in-person and at the Maui County EOC and via teleconference:

**April 10, 2015 at 10:00am – 12:00pm**

**Meeting access number: 866-692-5721**

**Participant code: 7237813**